

OGC 78-0241

13 January 1978

78-0125

*Destruction of
Files*

MEMORANDUM FOR: Office of Legislative Counsel

ATTENTION :

FROM :

Assistant General Counsel

SUBJECT : Clarification of OLC Requirements For Record's
Retention List

1. On 11 January 1978, I visited with DDO officers at the [redacted] Records Center who are supervising that Directorate's review of its file holdings at the Center. As you know from our prior conversations and correspondence, one important facet of that review process is the comparison of those file holdings with a compilation prepared by this Office and contributed to by OLC which lists matters involved in litigation or investigation and requiring extended retention periods. The DDO has experienced some difficulty in utilizing that list, however, and the purpose of this memorandum is to request that any additional clarifying information which may be available be provided as to the following matters drawn from your earlier submissions. Without further refinement, these broad retention requirements will require that enormous amounts of DDO materials be reviewed by OLC prior to their destruction under routine Agency records practices.

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